



The one, complete solution  
**asgard**

# Shift Management

TRAINING WORKBOOK

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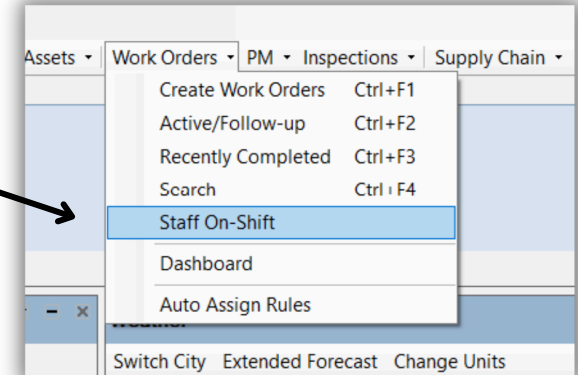
06 Disabling a Shift Profile

# Shift Management Screen Overview

Notes

The Shift Management Screen displays all current Shift Profiles

Open the Work Order drop-down and click **Staff On-Shift**



Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents Training/How To...

Welcome Page **Shift Management**

Shift Profile: Create ☐ Show Disabled Profiles

Facilities	Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
Sunset West	Lemus, Betsy	Engineering	On Shift - Ready		3/16/22 3:42 PM					Lemus, Betsy	<input checked="" type="checkbox"/>
Sunset West	Larson, Brie	Housekeeping	On Shift - Ready		7/10/20 6:45 AM					Larson, Brie	<input checked="" type="checkbox"/>
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Ready		2/10/21 5:06 PM					Paul_Katana, Pam	<input checked="" type="checkbox"/>
Sunset West	Lemon, Aman	Engineering	On Shift - Ready		10/13/21 11:17 ...					Lemon, Aman	<input checked="" type="checkbox"/>
Sunset West	Ramos, Cella	Engineering	On Shift - Ready		7/28/21 2:29 PM					Ramos, Cella	<input checked="" type="checkbox"/>
Sunset West	Lemon, Amanda	Engineering	On Shift - Ready		10/13/21 11:21 ...					Lemon, Amanda	<input checked="" type="checkbox"/>
Sunset West	Valsvik, Jordan	Engineering	On Shift - Ready		11/20/21 4:42 PM					Valsvik, Jordan	<input checked="" type="checkbox"/>
Sunset West	Torres, Richard	Housekeeping	On Shift - Ready		10/2/19 5:29 PM					Torres, Richard	<input checked="" type="checkbox"/>
Sunset West	Katherine, LeAnne	Front Office	On Shift - Ready		3/30/22 12:21 AM					Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Lanier, Kayla	Engineering	On Shift - Ready		12/7/21 10:59 AM					Lanier, Kayla	<input checked="" type="checkbox"/>
Sunset West	Hoover, John E	, Engineering	On Shift - Ready		3/30/22 12:21 AM					Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Ending ...		12/7/21 7:28 PM		3/30/22 12:02 AM			Gordon, Melissa	<input checked="" type="checkbox"/>
Sunset West	Alatorre, Evee	Front Office	Off Shift		4/7/22 1:38 PM			4/20/22 3:19 PM		Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Alatorre, Julie	Housekeeping Runner	Off Shift		4/7/22 1:38 PM			4/7/22 1:41 PM		Perez, Gabi	<input checked="" type="checkbox"/>
Sunset West	Fischel, Arty	Housekeeping	Off Shift		3/30/22 12:21 ...			3/30/22 12:21 AM		Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Haro, Gabi	Housekeeping	Off Shift		3/31/22 6:39 PM			4/20/22 3:19 PM		Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Burton, John	Engineering	Off Shift							elle	<input checked="" type="checkbox"/>
Sunset West	Aldrich, Connie	Housekeeping	Off Shift							elle	<input checked="" type="checkbox"/>
Sunset West	Burkhardt, Caitlin	, Engineering	Off Shift							elle	<input checked="" type="checkbox"/>
Sunset West	Barnes, Bucky	Engineering	Off Shift								<input checked="" type="checkbox"/>
Sunset West	Bell-Leon, Bailey	Engineering	Off Shift								<input checked="" type="checkbox"/>
Sunset West	Test, Sherri	Housekeeping	Off Shift								<input checked="" type="checkbox"/>
Sunset West	GuzmanTRN, Olivia	Front Office	Off Shift								<input checked="" type="checkbox"/>

We've overhauled the Staff On-Shift to support a **set it and forget it** model for managers!

Scan QR Code for detailed Shift Management instructions



# Creating a Shift Profile

## Notes

Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents

Welcome Page **Shift Management**

Shift Profile: Create ☐ Show Disabled Profiles

Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break
Sunset West	Lemus, Betsy	Engineering	On Shift - Ready		3/16/22 3:42 PM	
Sunset West	Larson, Brie	Housekeeping	On Shift - Ready		7/10/20 6:45 AM	
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Ready		2/10/21 5:06 PM	
Sunset West	Lemon, Aman	Engineering	On Shift - Ready		10/12/21 11:17 ...	
Sunset West	Ramos, Celia					
Sunset West	Lemon, Amanda					

Create Shift Profile

User: Adreno, Porticia

OK Cancel

**TIP!** If the name you are looking for doesn't appear, it usually means they already have a shift profile or their profile is disabled.

1. Click **Create** to set up a new Shift Profile.
2. Choose the user and click **OK**.
3. Select the relevant **Work Order Types**.
4. In the **Work Order Assignment** field, specify the zones, floors, shifts, etc., for which the user is responsible. (Optional)
5. Choose the appropriate **Facilities Department(s)**.
6. Select the user's **Department(s)**.

Create Shift Profile

User: Adreno, Porticia

Status: Off Shift

Work Order Types: Standard, PM, Inspection

Work Assignment:

Facilities Departments

Facilities Departments
<input checked="" type="checkbox"/> Sunset West

Departments

Departments
<input type="checkbox"/> Activities
<input type="checkbox"/> At Your Service
<input type="checkbox"/> Audit
<input type="checkbox"/> Bell Staff
<input type="checkbox"/> Contractor
<input checked="" type="checkbox"/> Engineering
<input type="checkbox"/> Front Office
<input type="checkbox"/> Grounds
<input type="checkbox"/> Grounds Maintenance
<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Housekeeping Runner
<input type="checkbox"/> IT
<input type="checkbox"/> Maintenance
<input type="checkbox"/> PBXPT
<input type="checkbox"/> QA

OK Cancel

Scan QR Code for detailed instructions on how to Create Shift Profiles



# Starting Shifts

Notes

## Starting a single shift

Facilities Department	User	Departments	Status	Work Assignment	Shift Start	Break Start
Sunset West	Burkhardt, Caitlin	Engineering	Off Shift		12/8/21 1:06...	
Sunset West	Lemon, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	R...	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Burkhardt, John	Engineering	Off Shift		4/6/22 4:08 ...	
Sunset West	Lemon, Amanda	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Adreno, Porticia	Engineering	Off Shift			
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	
Sunset West	Barnes, Bucky	Engineering	Off Shift		4/7/22 1:38 ...	
Sunset West	Lanier, Kavla	Engineering	On Shift - Rea...		12/7/21 10:5...	

1. Highlight the user
2. Click the blue **Start Shift** button, or
3. Use the drop-down menu in the Status column to select a **Shift Status**

## Starting multiple shifts

Facilities Department	User	Departments	Status	Work Assignment	Shift Start	Break Start
Sunset West	Bell-Leon, Bailey	Engineering	Off Shift			
Sunset West	Barnes, Bucky	Engineering	Off Shift			
Sunset West	Burkhardt, Caitlin	Engineering	Off Shift			
Sunset West	Adreno, Porticia	Engineering	Off Shift			
Sunset West	Burton, John	Engineering	Off Shift			4/6/22 4:08 ...

1. Use the green filter bar to display all **Off-Shift** users for your department
2. Select multiple users by **clicking and dragging**, or by holding the **Ctrl** key while highlighting with your mouse
3. Click the blue **Start Shift** button to start all shifts

Scan QR Code for detailed instructions on Starting Shifts



Mobile users are able to put themselves On and Off-Shift using their mobile device



# Ending Shifts

Notes

## Ending a single shift

Facilities Depart	User	Departments	Status	Work Assignment	Shift Start	Break Start	Shift
Sunset West	Burkhardt, Caitlin	, Engineering	Off Shift		12/8/21 1:06...		
Sunset West	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...		
Sunset West	Lemon, Aman	Engineering	On Shift - ...		10/13/21 11:...		
Sunset West	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...		
Sunset West	Burton, John	Engineering	Off Shift		4/6/22 4:08 ...		
Sunset West	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...		
Sunset West	Adreno, Porticia	Engineering	Off Shift				
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...		
Sunset West	Barnes, Bucky	Engineering	Off Shift		4/7/22 1:38 ...		
Sunset West	Lanier, Kayla	Engineering	On Shift - Rea...		12/7/21 10:5...		

1. Highlight the user
2. Click the blue **End Shift** button, or
3. Use the drop-down menu from the Status column to select a **Shift Status**

## Ending multiple shifts

Facilities Depart	User	Departments	Status	Work Assignment	Shift Start	Break Start	Shift
Sunset West	Lanier, Kayla	Engineering	On Shift - Ready				
Sunset West	Valsvik, Jordan	Engineering	On Shift - Ready				
Sunset West	Lemon, Amanda	Engineering	On Shift - Ready				10/13/21 11:...
Sunset West	Ramos, Celia	Engineering	On Shift - Ready				7/28/21 2:2...
Sunset West	Lemon, Aman	Engineering	On Shift - Ready				10/13/21 11:...
Sunset West	Lemus, Betsy	Engineering	On Shift - Ready				3/16/22 3:4...

1. Use the green filter bar to display all **On-Shift** users for your department
2. Select multiple users by **clicking and dragging**, or by holding the **Ctrl** key while highlighting with your mouse
3. Click the blue **End Shift** button to end all shifts

Scan QR Code for detailed instructions on Ending Shifts



Mobile users are able to put themselves On and Off-Shift using their mobile device

# Editing a Shift Profile

Notes

Choose the user whose shift you want to modify and then click **Edit**.

Directory   Account List   Expense Search   Locations   Assets   Work Orders   PM   Projects   Inspections   Supply Chain   Cleans   Incidents						
Welcome Page   Shift Management						
End Shift   Shift Profile: Create   Edit   Disable Shift Profile   <input type="checkbox"/> Show Disabled Profiles						
Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start
▼ #Bc	▼ #Bc	▼ #Bc	▼ #Bc	▼ #Bc	=	=
Sunset West	Hoover, John E	, Engineering	On Shift - ...		3/30/22 12:2...	
Sunset West	Katherine, LeAnne	Front Office	On Shift - Rea...		3/30/22 12:2...	
Sunset West	Lanier, Kayla	Engineering	On Shift - Rea...		12/7/21 10:5...	
Sunset West	Larson, Brie	Housekeeping	On Shift - Rea...	Water Safety	7/10/20 6:45...	
Sunset West	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemon, Amanda	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Rea...		2/10/21 5:06...	
Sunset West	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Torres, Richard	Housekeeping	On Shift - Rea...		10/2/19 5:29...	
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Endi...		12/7/21 7:28...	

Scan QR Code for detailed Edit Shift Profile instructions



Make the necessary changes and click **OK**.

profile ☐ Show Disabled Profiles

Edit Shift Profile

User: Hoover, John E

Status: On Shift - Ready Work Order Types: Standard, PM, Inspection

Work Assignment:

Facilities Departments

- ☐ Sunset West

Departments

- ☐ Activities
- ☐ At Your Service
- ☐ Audit
- ☐ Bell Staff
- ☐ Contractor
- ☐ Engineering
- ☐ Front Office
- ☐ Grounds
- ☐ Grounds Maintenance
- ☒ Housekeeping
- ☐ Housekeeping Runner
- ☐ IT
- ☐ Maintenance
- ☐ PBXPT
- ☐ QA

OK Cancel

# Disabling a Shift Profile

Notes

To disable a Shift Profile, highlight the user and click **Disable Shift Profile**

To view disabled shift profiles, check the box next to **Show Disabled Profiles**

Directory   Account List   Expense Search   Locations ▾   Assets ▾   Work Orders ▾   PM ▾   Projects ▾   Inspections ▾   Incidents ▾						
Welcome Page   <b>Shift Management</b>						
End Shift   Shift Profile: Create Edit Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles						
Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start
▼ #B C	#B C	#B C	#B C	#B C	=	=
▶ Sunset West	Hoover, John E	, Engineering	On Shift - ...		3/30/22 12:2...	
Sunset West	Katherine, LeAnne	Front Office	On Shift - Rea...		3/30/22 12:2...	
Sunset West	Lanier, Kayla	Engineering	On Shift - Rea...		12/7/21 10:5...	
Sunset West	Larson, Brie	Housekeeping	On Shift - Rea...	Water Safety	7/10/20 6:45...	
Sunset West	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemon, Amanda	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Rea...		2/10/21 5:06...	
Sunset West	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Torres, Richard	Housekeeping	On Shift - Rea...		10/2/19 5:29...	
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Endi...		12/7/21 7:28...	

Scan QR Code for detailed instructions on Disabling a Shift Profile



**Mobile Users will not be able to put themselves On or Off-Shift if their Shift Profile is disabled!**